



**BUILDING DEPARTMENT**

1700 Convention Center Drive, 2<sup>nd</sup> Floor  
Miami Beach, FL, 33139

**CHANGE OF CONTRACTOR  
(INSTRUCTION SHEET)  
From General Contractor to Owner-Builder**

**WILLING**

Use this packet if the General Contractor is  
**WILLING** to provide a letter of withdrawal

**Documents Required:**

1. **Work Permit Application** Signed By Property Owner – As Owner-Builder
2. **Change Of Contractor Hold Harmless Form**
  - A. Signed and notarized by the Owner on both pages
2. A letter of withdrawal from the existing contractor of record wanting to no longer be responsible for the work being done for the project/permit or that he/she is aware of the change of contractor taking place. This letter must be on company letterhead, signed by qualifier & must be notarized to make it a legal document.
3. **Check** payable to the **City Of Miami Beach** in the amount of :
  - A. If work has taken place, the amount for a change of contractor is \$150.00.
  - B. If no work has taken place the amount for a change of contractor is \$115.00.

Change of contractor transferring permit

**FROM:**

General Contractor who has left the job and is willing to provide a letter.

**TO:**

Property owner who will take over the permit as an **OWNER-BUILDER**

**SAMPLE LETTER  
FROM GENERAL CONTRACTOR TO BUILDING OFFICIAL**

Date \_\_\_\_\_

Richard McConachie, Building Official  
Building Department  
City of Miami Beach  
1700 Convention Center Dr., 2<sup>nd</sup> Floor  
Miami Beach, FL 33139

Re: Permit # \_\_\_\_\_  
Address: \_\_\_\_\_

Dear Mr. McConachie:

I, \_\_\_\_\_, (qualifier) of \_\_\_\_\_ (company name)  
am notifying you that my company will no longer be the General Contractor for project /  
permit number \_\_\_\_\_.

Permit # \_\_\_\_\_ is still active, NOT EXPIRED.

I wish to withdraw from this job/permit because:

\_\_\_\_\_  
\_\_\_\_\_

I no longer want to be held responsible for work done at the above-mentioned address  
and have no objections to a change of contractor for this project/permit.

\_\_\_\_\_  
Qualifier's Signature

\_\_\_\_\_  
Printed Name

**STATE OF FLORIDA**

**COUNTY OF DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by:

\_\_\_\_\_  
Printed Name of Qualifier

[ ] Personally known to me; or [ ] Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(Seal)

***If the letter is going to be hand-delivered to the Owner, the Owner needs to fill out below.***

\_\_\_\_\_  
Received by: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



BUILDING DEPARTMENT
1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

Change of Contractor Hold Harmless

Re: Property located at \_\_\_\_\_

To whom it may concern:

As legal owner of subject property, I request a change of contractor for permit number \_\_\_\_\_ issued to \_\_\_\_\_ (name of previous permit holder) whose mailing address is \_\_\_\_\_. The permit was issued on \_\_\_\_\_ (date permit was issued). I am requesting a change of contractor for the following reason:

\_\_\_\_\_
\_\_\_\_\_

I no longer authorize the previous permit holder to proceed with the work covered by the permit.

I hereby apply as Owner-Builder [F.S. 489.103(7) as defined]

I, the Property Owner, agree to hold the City of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Very Truly Yours,

\_\_\_\_\_  
Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above-property.

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by:

\_\_\_\_\_  
Printed Name of Owner

[ ] Personally known to me; or [ ] Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(Seal)

**Change of Contractor Hold Harmless (cont'd)**

Re: Property located at \_\_\_\_\_

Permit Number \_\_\_\_\_

I, the Property Owner acting as OWNER-BUILDER, agree to hold the City of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the Change of Contractor on the existing permit. I furthermore assume responsibility for the entire scope of the permitted work; specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Very Truly Yours,

\_\_\_\_\_  
Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

**STATE OF FLORIDA**

**COUNTY OF DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by:

\_\_\_\_\_  
Printed Name of Owner

[ ] Personally known to me; or [ ] Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(Seal)